Advisors and Counselors Network Meeting Minutes for February 14th, 2023

**Welcome**

***Navigate’s Emotional Well-Being Resources***- Presentation by Lori Bokowy and Pachua Lor

Navigate now includes an option where faculty and staff can create an alert for students who could benefit from emotional well-being resources. Resource options can include the YOU@UWM.EDU wellness and success platform, mindfulness resources/mindfulness space, Let’s Talk informal consultations with counselors, BASICS (alcohol/drug screening and intervention program), counseling services (in person and telehealth options), and the 24/7 mental health support line offered by UW-System. Note that resource handouts are available from Lori Bokowy.

Based on attendee questions, it was noted that the addition of teletherapy services through the UW-System partnership with Mantra telehealth services can help limit wait times for students to receive counseling services. At this point, students can expect to wait approximately a week for a first appointment and an additional week for the follow up meeting, but this can change throughout the semester. It was also noted that University Counseling Services can provide case management services for students who are looking to connect with Milwaukee area mental health providers who can provide more long-term services. There was also some discussion about how students who drop all courses but have paid their semester segregated fees in full may still be eligible to use University Counseling Services since they had paid for the services. It was also noted that the telehealth counseling provided through Mantra in partnership with UW-System are not segregated fee dependent so students who do not pay seg fees (ex. online students) can use the services.

Lori also provided recommendations for when to use Navigate alerts for connecting students with emotional well-being resources including when we have had conversations with students about how they could benefit from support with self-care or counseling services. Lori mentioned that we can talk with students about how they can “opt in” to using resources that they would find beneficial. It was noted that if an alert is issued for a student, the student will automatically receive a message allowing them to opt into using resources that seem helpful. If the student does not respond to the information on resources, then a follow-up message is sent. Lori noted that text-based conversations about connecting with resources will be limited to avoid sharing of confidential information.

Lori also noted that there are times when it is best to not issue alerts for well-being resources, but to instead connect students more directly with mental health resources. Lori mentioned that this includes when a student is in a crisis or if we have concerns about their immediate safety. It was also noted that it is best not to use the Navigate emotional well-being alert if a student needs direct connection with support or if we are unsure of the severity of their issues or concerns. Lori also mentioned that it is important to talk with students about their wellbeing before sending alerts for emotional wellbeing support through Navigate.

Lori also shared information about crisis intervention resources. In a mental health crisis situation, the UWM Student Health and Health and Wellness Center can be contacted during business hours at 414-229-7429 for referrals and consultations. Another resource is the new 24/7 UW System Mental Health Support Line at 888-531-2142 for call or chat. The UWM Police department can also be contacted if there are concerns about physical safety.

As a note, there are trainings available for staff and faculty including the Campus Connect Suicide Prevention trainings: <https://uwm.edu/campusconnect/> and the Mantra Health webinars: <https://resources.mantrahealth.com/uws-mantra-faculty-mental-health-webinars>

Pachoua demonstrated how to send an alert for a student who “would benefit from emotional well-being resources.” <- This is how the alert is labeled in Navigate. Based on attendee questions, there was a discussion about alerts vs. cases. Pachoua noted that an alert can prompt a case, and that a case tends to need more specific follow-up. It was also noted again that a best practice for issuing this particular alert would involve discussing well-being support resources with the student before sending the alert. Lori also noted that if students use the YOU@UWM.EDU platform, they will receive information specific to the concerns that they indicate in their usage of the platform. Lori also noted that the Mantra telehealth counseling and crisis intervention services can be accessed through the YOU@UWM.EDU platform. If anyone has questions about the emotional well-being resources available to students, they are welcome to reach out to Lori Bokowy.

**Navigate’s Library Resources**- Presentation by Claire Dinkelman, Student Success Librarian

Claire began her presentation by introducing herself as an alum, and she noted her experience working in libraries/ archives and Trio programs. She described her role as the Student Success Librarian and noted having a strong focus on access and DEI. Claire noted that she serves as the main Navigate contact for the Library and that she can provide support around instruction and research (not only for students, but for faculty and staff as well). Claire reported that if students need Librarian support, faculty and staff can use this Navigate alert option to indicate this: “would benefit from a meeting with a Librarian.” Claire noted that she can meet with students in-person or virtually. She also mentioned that she does create notes after meeting with students, and that she is mindful about not including details that may be too personal to share.

Regarding the referral process, Claire noted that when a notification is sent out through Navigate, she reaches out to students within 24-48 hours and offers a list of resources, a scheduler link for setting up a meeting, and her contact information. Claire noted that if students do not respond to her outreach that she follows up with them again within two weeks. Claire also mentioned that she asks instructors to include some background information about what students need when creating and sending alerts. Claire provided some specific examples of reasons for referral including students needing assistance with class projects, finding general library information, or students looking for general support in their academic experience. Claire mentioned that she can work with students anytime and throughout the year including during the Summer months.

Claire noted that if we send an alert for a student, it is helpful if we can provide some information about the student’s academic needs to make sure she is able to share the most helpful resources possible. Claire also mentioned that students can directly schedule meetings with her through this weblink: tiny.cc/askclaire . She also talked about some Library features including the coffee shop, a distraction free study room, rooms for group studying, the Library Research Help Desk, and equipment that can be checked out including laptops, camera, and more. Claire let attendees know that they can reach out to her with any questions at dinkel4@uwm.edu or at 414-251-7867.

**ADCP: How to Spend your S&E (Supplies and Equipment) funds**- Presentation by Maggie Flath

Maggie reminded attendees that we are each allocated $200 of S&E spending, and she provided an overview of the rules around spending. She noted that the rules around spending can be complicated so it is helpful to think about what is the business purpose of the item. Maggie noted that we can start by identifying items that we would like to purchase (but do not purchase it right away due to the strict rules around making purchases). Then let your department representative know what you would like and the department represent can gather all of the requests from the department and email Maggie (mflath@uwm.edu ) or Katie ( knack@uwm.edu ) with the purchase requests including screenshots of the item, where it is from, and how much the item will cost. (Note that UWM requires that purchases be made through specific approved vendors whenever possible). It is also asked that the department representative copy all individuals making purchase requests when submitting requests to Maggie or Katie. Next, the APDC (Advising Professional Development Committee) Co-Chairs will ask UBR how the item should be purchased (using an invoice or through reimbursement). Then the Co-Chairs will reply back letting people know if their purchase requests were approved or denied (including any reasoning for why a purchase would be denied). Next steps will also be provided.

Maggie also provided examples of allowable purchases including professional organization membership fees, conference registration fees, and books (though books need to be purchased through the UWM Bookstore whenever possible). Maggie and Katie also noted that it can be possible to purchase technology and furniture, but that the rules and approval processes tend to be a bit more complex. Maggie noted that the Shop UW website which includes retailers such as Staples and BH Photos is one of the approved vendors, but that anyone wanting to purchase something from this site should still contact Maggie or Katie before making any purchases (<https://shopuwplus.wisc.edu/>)

There was also discussion about placing department bulk orders for items such as technology equipment and UWM spirit clothing. It was noted that clothing items need to cost less than $50 each to avoid sales tax. Maggie noted that there are some specific plans to get employees UWM gear so we will want to watch for more information and details in the future. If anyone has questions about making purchases with S&E funds, please contact Maggie or Katie for more information.

**Campus and Community Announcements:**

Happy Valentine’s Day to everyone.

A question was asked about whether requests for S&E coverage for NACADA memberships received approval, and Maggie and Katie confirmed that they have. They noted that they sent messages out to those who requested this so if you have not received an email confirmation about your NACADA membership, please contact Maggie or Katie. There was also some discussion about whether professional development funding will be available for the next fiscal year, and Dave noted that it probably will be offered, but he is still waiting on final confirmation of this.

It was noted that many attendees are receiving length of service awards. Congratulations to everyone on the recognition of their length of service to UWM!

Alberto announced that the Roberto Hernandez Center is hosting a social mixer on Wednesday, February 15th, 2023 from 11:30am to 1:30pm.

Pachuoa reminded attendees of the Navigate Open Lab that will be offered on Thursday, February 16th, 2023 at 1pm.